



**Organizational Meeting Minutes
October 22nd, 2025**

The Organizational Meeting of the Council of the Village of Arrowwood was held in the Arrowwood Village Office, Wednesday, October 22nd, 2025, at 6:30 PM.

Res. No. 2025-10-22-05: Moved by Councillor Patterson that Council appoint the following Designated Officers as per Designated Officer Bylaw 442, Nicole Holloway as Development Officer and Safety Codes QMP Manager, Lance Wehlage as Municipal Assessor, and Joanna Kappel as Auditor. **CARRIED**

6. LOCATION OF MUNICIPAL OFFICE

- a. **1 Centre Street, Arrowwood, Alberta**

Res. No. 2025-10-22-06: Moved by Mayor Stevenson that the Municipal Office for the Village of Arrowwood be located at 1 Centre Street, Arrowwood, Alberta. **CARRIED**

7. REGULAR MEETING

- a. **The Second Tuesday of every month at 7:00 PM in the Village Office, 1 Centre Street, Arrowwood, AB.**

Res. No. 2025-10-22-07: Moved by Deputy Mayor Kuntz that the Regular Meetings of Council be set for the second Tuesday of every month at 7:00 PM in the Village Office. **CARRIED**

8. OFFICE HOURS

- a. **Regular hours open for the public are Monday through Wednesday from 10 am to 12 pm (Noon), 1 pm to 4 pm, and otherwise as required or by appointment.**

Res. No. 2025-10-22-08: Moved by Councillor Patterson that municipal office hours be set for Monday through Wednesday from 10:00 AM to 12:00 PM and from 1:00 PM to 4:00 PM. AND THAT office hours will be provided as required or by appointment. **CARRIED**

9. BANKING

- a. **The Village of Arrowwood shall continue to bank with Alberta Treasury Branch (ATB Financial through Arrowwood Agency and Vulcan Branch).**
- b. **The Village of Arrowwood shall maintain a Visa Debit Card through ATB with a daily limit of \$5,000.00**
- c. **The Village of Arrowwood shall continue to utilize PayPal for online campground registration**



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- | | |
|---|--|
| n. Public Works: | Nicholas Kuntz
Lorie Patterson
Kevyn Stevenson |
| o. SouthGrow Regional Initiative | Nicholas Kuntz |
| p. Southern Alberta Energy from Waste Alliance | Kevyn Stevenson
Nicholas Kuntz(alternate) |

*** Under section 4(5) of the *Libraries Act*, appointments shall be for a term up to three years. Under 4(4) of the Act, an individual can be reappointed for two additional consecutive terms (so 3 total), and if council wishes to appoint that individual beyond those three terms, a resolution must be passed by 2/3 of the whole of council.

q. Village of Arrowwood Library Board:

Current & Ongoing

- | | |
|------------------------|---|
| Janet Cockwill | (October 8, 2024 - Organizational Meeting in October of 2027) |
| Rosemary Ingraham | (October 8, 2024 - Organizational Meeting in October of 2027) |
| Abbie Thornton | (October 8, 2024- Organizational Meeting in October of 2027) |
| Heather Montgomery | (October 8, 2024- Organizational Meeting in October of 2027) |
| Neeltje Wyatt | (October 8, 2024- Organizational Meeting in October of 2027) |
| Corry Walk | (October 8, 2024- Organizational Meeting in October of 2027) |
| Dixie Bird | (October 8, 2024- Organizational Meeting in October of 2027) |
| Council Member: | Kevyn Stevenson |

- | | |
|---|---|
| r. Vulcan County Regional Emergency Management Agency | Nicole Holloway |
| s. Vulcan County Regional Emergency Management Committee | Kevyn Stevenson
Lorie Patterson(alternate) |
| t. Vulcan District FCSS | Casey Cockwill |
| u. Vulcan District Waste Commission | Nicholas Kuntz
Lorie Patterson (alternate) |

CARRIED

5. DESIGNATED OFFICERS

- | | |
|---|-------------------------------------|
| a. Designated Officer Bylaw | Bylaw 442 |
| b. Development Officer/ Safety Codes QMP Manager | Nicole Holloway |
| c. Municipal Assessor | Lance Wehlage, Benchmark Assessment |
| d. Auditor | Joanna Kappel, CPA CA, Insight LLP |



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Chief Administrative Officer Holloway swore in Councillor Kuntz as Deputy Mayor.

5. BOARD & COMMITTEE MEMBERSHIP APPOINTMENTS

Res. No. 2025-10-22-04: Moved by Deputy Mayor Kuntz that Council make the following appointments to these boards and committees.

- a. **Regional Assessment Review Board:** Oldman River Regional Services Commission
(Can appoint members, training required.)
- b. **Chinook Arch Regional Library System:** Corry Walk (October 2024-October 2027)
- c. **Chinook Regional Subdivision and Development Appeal Board:**
(Can appoint three members, training required.)
Michael Manner
Paul Tessier
- d. **Deputy Director of Emergency Management** Kevyn Stevenson
- e. **Director of Emergency Management (Local)** Nicole Holloway
- f. **Director of Emergency Management (Regional)** Nels Petersen
- g. **Emergency Event Spokesperson:** Mayor or Deputy Mayor
- h. **Intermunicipal Development Plan Committee:** Lorie Patterson
Nicholas Kuntz
Nicole Holloway
- i. **Marquis Foundation** Kevyn Stevenson
- j. **Municipal Planning Commission** Nicholas Kuntz
Kevyn Stevenson
Lorie Patterson
Colin Bexte
- k. **Northwest District Recreation Board** Casey Cockwill
Bill Graff
Nicholas Kuntz
- l. **Northwest Fire Protection Association** Nicholas Kuntz
- m. **Oldman River Regional Services Commission** Kevyn Stevenson
Nicholas Kuntz(alternate)



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IN ATTENDANCE: Nicholas Kuntz, Councillor
Lorie Patterson, Councillor
Kevyn Stevensn, Councillor
Nicole Holloway, Chief Administrative Officer

1. CALL TO ORDER

Chief Administrative Officer Holloway called the meeting to order at 6:42 pm

2. OATH OF OFFICE

Chief Administrative Officer Holloway administered the Oath of Office for Village Councillor to Nicholas Kuntz, Lorie Patterson and Kevyn Stevenson

3. ADOPTION OF AGENDA

Res. No. 2025-10-22-01: Moved by Councillor Kuntz that Council adopts the agenda as presented.

CARRIED

4. APPOINTMENTS

a. Mayor

Councillor Kuntz nominated Councillor Stevenson for Mayor or Chief Elected Officer. Councillor Stevenson accepted the nomination.

Res. No. 2025-10-22-02: Moved by Councillor Kuntz that Council appoints Councillor Kevyn Stevenson to the position of Mayor or Chief Elected Officer for the Village of Arrowwood.

CARRIED

Chief Administrative Officer Holloway swore in Councillor Stevenson as Mayor.

b. Deputy Mayor

Councillor Patterson nominated Councillor Kuntz for Deputy Mayor or Deputy Chief Elected Officer. Councillor Kuntz accepted the nomination.

Res. No. 2025-10-22-03: Moved by Councillor Patterson that Council appoints Councillor Nick Kuntz to the position of Deputy Chief Elected Officer for the Village of Arrowwood.

CARRIED
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Res. No. 2025-10-22-09: Moved by Deputy Mayor Kuntz that the Village continue to bank with Alberta Treasury Branch. AND THAT the Village maintain a Visa Debit Card through ATB with a daily limit of \$5,000.00. AND THAT the Village use PayPal for its online campground registration system. CARRIED

10. SIGNING AUTHORITY

- a. **Signing authority for all payments by cheque or to set up shall be the Mayor, Deputy Mayor, and the Chief Administrative Officer.**
- b. **Authority for specific transactions through online banking and credit card purchasing shall be vested in the Chief Administrative Officer.**

Res. No. 2025-10-22-10: Moved by Mayor Stevenson that Council authorizes the bank signing authorities for the Village of Arrowwood to be the Mayor and Deputy Mayor, as well as the Chief Administrative Officer. AND THAT authority for specific online banking, funds transfers and credit card purchases shall be vested, individually, in the Chief Administrative Officer. CARRIED

11. ADJOURNMENT

Mayor Stevenson adjourned the meeting at 7:38 PM.



Kevin Stevenson
Mayor



Nicole Holloway
Chief Administrative Officer

